VERTICAL FILE

AMERICAN LIBRARY ASSOCIATION

HANDBOOK

1939

"THE BEST READING, FOR THE LARGEST NUMBER, AT THE LEAST COST"

AMERICAN LIBRARY ASSOCIATION

HANDBOOK

SEPTEMBER, 1904

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LINCOLN, NEBRASKA

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AMERICAN LIBRARY ASSOCIATION

Organized, October 6, 1876
Incorporated, December 10, 1897.

This national body was organized in Philadelphia, October 6, 1876, as the immediate result of a three days' library conference held in connection with the Centennial exhibition.

Its purposes are the promotion of library interests, the interchange of experience and opinion, the obtaining of larger results from library labor and expenditure, and the advancement of the profession of librarianship.

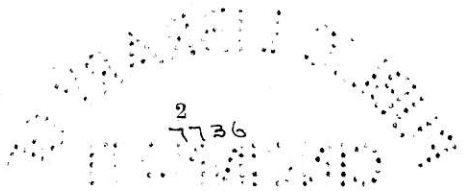
In addition to advancing library interests generally, the A. L. A. aims:

1. By organization and force of numbers to effect needed reforms and improvements, most of which could not be brought about by individual effort.

2. By cooperation, to lessen labor and expense of library administration.

3. By discussion and comparison, to utilize the combined experiments and experience of the profession in perfecting plans and methods, and in solving difficulties.

4. By meetings and correspondence, to promote acquaintance and *esprit de corps.*



As shown by the following tables, the association has steadily grown in numbers, its present membership being nearly fourteen hundred. Since 1876, with but three exceptions, it has held annual meetings; the place of meeting is purposely varied so as to reach different sections of the country.

Growth and Permanence of Membership

YEAR	MEMBERSHIP NOS. IN ORDER OF JOINING	ADDED EACH YEAR	MEMBERS SEPT. 1, 1904
1876	No. 1– 69	69	16
1877	" 70– 122	53	12
1878	" 123– 196	74	15
1879	" 197– 385	189	18
1880	" 386– 397	12	2
1881	" 398– 413	16	4
1882	" 414– 454	41	2
1883	" 455– 470	16	9
1884	" 471– 476	6	3
1885	" 477– 513	37	18
1886	" 514– 594	81	18
1887	" 595– 700	106	17
1888	" 701– 725	25	7
1889	" 726– 771	46	20
1890	" 772– 884	113	37
1891	" 885– 939	55	11
1892	" 940–1081	142	53
1893	" 1082–1230	149	59
1894	" 1231–1315	85	30
1895	" 1316–1377	62	23
1896	" 1378–1550	173	64
1897	" 1551–1684	134	53
1898	" 1685–1825	141	74
1899	" 1826–1908	83	37
1900	" 1909–2116	208	96
1901	" 2117–2390	274	141
1902	" 2391–2735	345	203
1903	" 2736–2975	240	235
1904*	" 2976–3071	96	94
			1371

*To September 1.

Interesting statistical and historical data concerning members, officers and meetings of the A. L. A. are found in the Library Journal, 23: 238, 525, 569, 614.

In addition to benefits derived from the formal proceedings, and the papers presented at the various sessions of each general meeting, those in attendance find a direct practical value in the informal discussions and individual conferences made possible by the intervals between sessions. Similar opportunities are given by the necessity for traveling together to and from the places of meeting, and at the various social occasions connected with the conferences.

DATES	HELD AT	TOTAL ATTENDANCE
1876, October 4-6	Philadelphia	103
1877, September 4-6	New York	66
1877, October 2-5	London (international)	21
1879, June 30-July 2	Boston	162
1881, February 9-12	Washington	70
1882, May 24-27	Cincinnati	47
1883, August 14-17	Buffalo, N. Y.	72
1885, September 8-11	Lake George, N. Y.	87
1886, July 7-10	Milwaukee	133
1887, August 30-September 2	Thousand Islands, N. Y.	186
1888, September 25-28	Catskill Mts., N. Y.	32
1889, May 8-11	St. Louis	106
1890, September 9-13	Fabyans (White Mts.)	242
1891, October 12-16	San Francisco	83
1892, May 16-21	Lakewood, Baltimore and Washingt'n	260
1893, July 13-22	Chicago	311
1894, September 17-22	Lake Placid, N. Y.	205
1895, August 13-21	Denver and Colorado Springs	147
1896, September 1-8	Cleveland	363
1897, June 21-25	Philadelphia	315
1897, July 13-16	London (international)	94
1898, July 5-9	Lakewood-on-Chautauqua	494
1899, May 9-13	Atlanta, Ga.	215
1900, June 6-12	Montreal, Canada	452
1901, July 3-10	Waukesha, Wis.	460
1902, June 14-20	Boston and Magnolia, Mass.	1018
1903, June 22-27	Niagara	684
1904, October 17-22,	St. Louis.	....

The *Papers and proceedings* of these meetings are printed each year in the "Conference number" of the *Library Journal*.

A. L. A. Constitution

ADOPTED 1900

Object

SEC. 1. The object of the American Library Association shall be to promote the welfare of libraries in America.

Membership

SEC. 2. *Members and fellows.* Any person or institution engaged in library work may become a member or fellow by paying the annual dues, and others, after election by the executive board.

SEC. 3. *Honorary members and fellows.* On nomination of the council, honorary members may be elected by unanimous vote at any meeting of the association.

SEC. 4. *Life members and fellows.* Any individual member may become a life member, exempt from dues by paying $25. On payment of $100 any individual member may become a life fellow and any institution a perpetual member. An individual life member may become a life fellow on payment of $75.

Endowment Fund

SEC. 5. All receipts from life and perpetual memberships and life fellowships, and all gifts for endowment purposes, shall constitute an endowment fund, which shall be invested, and the principal kept forever inviolate. The interest shall be expended as the council may direct. The endowment fund shall be in the custody of three trustees, one of whom shall be elected by ballot at each annual meeting to hold office for three years from the date of his election and until his successor shall be elected. No money from the endowment fund shall be invested or expended except on check signed by a majority of the trustees.

Management

SEC. 6. The business of the association shall be entrusted to the executive board and the council. But the association may, by a three-fourths vote of those present and voting, take direct action, or revise the action of the executive board or council, or give them mandatory instructions.

Officers and Committees

SEC. 7. The officers of the association shall be a president, first and second vice-presidents, a secretary, a recorder, and a treasurer, to be elected by ballot at the annual meeting of the association, and to hold office until the adjournment of the meeting at which their successors are elected. These officers, together with the president for the preceding term, shall constitute an executive board and they shall also serve as officers of the executive board and of the council.

SEC. 8. *President and Vice-Presidents.* The president shall be the representative head of the association. In case of his death, resignation, or inability to serve, the ranking vice-president shall become president.

SEC. 9. *Secretary.* The secretary, subject to the general authority of the president and of the executive board, shall be the active executive officer. He shall be elected first for one year, and upon reelection for a term of three years, and shall have such salary as the council may determine.

SEC. 10. *Recorder.* The recorder shall keep a record of the attendance and proceedings at each meeting of the association, council or executive board.

SEC. 11. *Treasurer.* The treasurer shall record all receipts and disbursements, collect dues, pay bills on written order of two members of the finance committee, and make an annual report to the association.

SEC. 12. *Executive Board.* The executive board shall administer the business affairs of the association, except those entrusted to the council; and it shall have power, in intervals between meetings of the

association or of the council, to act on all matters on which those members present at a meeting reach unanimous agreement. The executive board shall appoint from the membership of the association a finance committee of three, and may appoint other committees, assistant officers, and reporters on special subjects. It shall have authority to arrange the program for the annual meeting and to decide upon the presentation and printing of papers and reports.

SEC. 13. *Finance committee.* The finance committee shall prepare annual and supplementary budgets, within which appropriations shall be made by the executive board. It shall audit bills and give orders on the treasurer for payment; and no expense shall be incurred on behalf of the association by any officer or committee in excess of the authorized appropriation.

SEC. 14. *Votes by correspondence.* Approval in writing by every member of the council or of a board or committee shall have the force of a vote.

Council

SEC. 15. *Members and votes.* The council shall consist of the executive board and twenty-five members elected by the association, five each year, to hold office for five years.

SEC. 16. *Meetings.* The council shall meet at the place of meeting of the association, immediately prior to the annual meeting of the association, and immediately prior to the final session thereof, and also between meetings of the association on call of the executive board or of a majority of the councilors.

SEC. 17. *Duties.* The council shall adopt by-laws for the association. It shall nominate officers of the association and trustees of the endowment fund, and shall include on a printed ballot other nominations filed with the secretary by five members of the association twenty-four hours before the election. It may, by a two-thirds vote, establish sections of the association. It may, by a two-thirds vote, promulgate recommendations relating to library matters, and no resolutions except votes of thanks and on local arrangements shall be otherwise promulgated.

Publishing Board

SEC. 18. The publishing board shall consist of five members appointed by the executive board for terms of not more than three years. Its object shall be to secure the preparation and publication of such catalogs, indexes, and other bibliographic and library aids as it may approve.

SEC. 19. The publishing board shall annually appoint its chairman, secretary and treasurer.

SEC. 20. No moneys shall be paid by the treasurer and no work shall be undertaken except by vote of a majority of the whole board.

SEC. 21. The treasury of the publishing board shall be entirely distinct from that of the association, and the association shall not be liable for any debts incurred by the publishing board. With the approval of the finance committee, money may be appropriated by the executive board from the treasury of the association for the running expenses of the publishing board.

SEC. 22. The publishing board shall report in print at each annual meeting of the association.

Meetings

SEC. 23. *Annual meetings.* There shall be an annual meeting of the association at such place and time as may be determined by the council.

SEC. 24. *Special meetings.* Special meetings of the association may be called by the executive board, and shall be called by the president on request of twenty members of the association. At least one month's notice shall be given, and only business specified in the call shall be transacted.

SEC. 25. *Quorum.* Forty members shall constitute a quorum.

Amendments and By-laws

SEC. 26. *Amendments.* This constitution may be amended by a three-fourths vote of those present and voting at two successive meetings of the association, provided that notice of the amendments in their final form be sent to each member of the association at least one month before its final adoption.

SEC. 27. *By-laws.* Any by-law may be suspended by a three-fourths vote of those present and voting at any meeting of the association or council.

By-Laws

SEC. 1. The annual dues of the association shall be $2 for individuals and $5 for libraries and other institutions, payable in advance in January. Members who are one year in arrears shall, after proper notification by the treasurer, be dropped from the roll of membership.

SEC. 2. Nine members shall constitute a quorum of the council for the transaction of routine business, but no sections of the association shall be established and no recommendations relating to library matters shall be promulgated at any meeting at which there are less than 17 members present. The records of the council, so far as of general interest, shall be printed with the proceedings of the association.

SEC. 3. In making nominations the council shall be governed by the following rules: Nominations shall be regular business for the first meeting of the council at each annual conference. Members shall be notified that at least one informal ballot will be taken at that meeting. The executive officers of the association, i. e., the president, secretary, treasurer and recorder, shall be chosen solely

with reference to their ability and willingness to serve the association, without regard to residence or previous service, except as hereinafter provided. The vice-presidents, one at least of whom shall be a woman, shall be selected from ex-members of the council. In general, nominations to the council shall be made with a view of having it representative of all sections of the country and of the principal classes of the libraries included in the association. No person shall be nominated as president, first or second vice-president or councillor of the association for two consecutive terms. No more than the required number of nominations shall be made by the council. The position and residence of each nominee shall be given on the official ballot.

SEC. 4. In case of a vacancy in any office, except that of president, the executive board may designate some person to discharge the duties of the same *pro tempore*.

SEC. 5. The president and secretary, with one other member appointed by the executive board, shall constitute a program committee, which shall, under the supervision of the executive board, arrange the program for each annual meeting and designate persons to prepare papers, open discussions, etc., and shall decide whether any paper which may be offered shall be accepted or rejected, and if accepted, whether it shall be read entire, by abstract or by title. It shall recommend to the executive board printing accepted papers entire or to such extent as may be considered desirable.

SEC. 6. The executive board shall appoint annually a committee of five on library training, which shall investigate the whole subject of library schools and courses of study, and report the results of its investigations, with its recommendations.

SEC. 7. The executive board shall appoint annually a committee of three on library administration, to consider and report improvements in any department of library economy, and make recommendations looking to harmony, uniformity, and cooperation, with a view to economical administration.

SEC. 8. The executive board shall at each annual meeting of the association appoint a committee of three on resolutions, which shall prepare and report to the association suitable resolutions of acknowledgments and thanks. To this committee shall be referred all such resolutions offered in meetings of the association.

SEC. 9. The objects of sections which may be established by the council under the provisions of sec. 17 of the constitution, shall be discussion, comparison of views, etc., upon subjects of interest to the members. No authority is granted any section to incur expense on the account of the association or to commit the association by any declaration of policy. A member of the association eligible under the rules of the section may become a member thereof by registering his or her name with the secretary of the section.

SEC. 10. Provisions shall be made by the executive board for sessions of the various sections at annual meetings of the association, and the programs for the same shall be prepared by the officers of sections in consultation with the program committee. Sessions of sections shall be open to any member of the association, but no person may vote in any section unless registered as a member of the same. The registered members of each section shall, at the final session of each annual meeting, choose a chairman and secretary, to serve until the close of the next annual meeting.

A. L. A. Sections

By means of a system of sections the practical usefulness of the A. L. A. meetings has been considerably enlarged. The section meetings, while open to all, provide especially for the needs of each class of workers, and afford more opportunity for the discussion of details. The regular, or undivided, sessions are thus left free for subjects of general interest and the consideration of routine matters concerning the entire association.

Five of these sections maintain a formal organization from year to year, and take under consideration questions relating more particularly to their own province. They are as follows:

The College and reference section

which dates from a first meeting of the college librarians held in 1889. Since then, meetings have been held regularly.

The Trustees section

has had a permanent organization since the meeting of 1890.

More boards of trustees are each year recognizing the practical value of having their librarians attend the meetings, allowing them not only the time, but also necessary expenses in many cases. Equally significant is the increasing number of trustees who find that it pays to attend the A. L. A. meetings each year. By comparing views, and advising with each other on their peculiar duties, mutual aid is rendered toward the efficient discharge of the public trust committed to them. Some of the meetings of trustees are held jointly with the librarians interested in supervisory problems; others with trustees only present, thus favoring the joint and separate discussion of salaries, laws, vacations, rules for the staff, and other questions in which librarians have a personal interest that modifies their judgment.

The Catalog section

was established by action of the Council in 1900 and has held meetings at each conference since the Waukesha meeting in 1901.

Library work with children

At the Montreal conference in 1900 an informal meeting was held for the purpose of personal acquaintance and cooperation among those actively engaged in library work with children. As a result of this meeting the Club of children's librarians was formed, and, in recognition of this movement for closer organization and wider discussion in this field than was afforded at the general sessions of the A. L. A., the executive board, in November 1900, established this section, which held its first meeting at Waukesha in 1901.

State library commissions section

On request of the officers of the round table meetings on state library commissions which were held at the Waukesha and Magnolia conferences, the Council in June 1902 voted to create the above section of the A. L. A. The first regular meeting was held at Niagara in 1903.

State libraries section

This section, though still standing on the records of the A. L. A. has had no separate program since 1900 and now practically has been superseded by the National association of state librarians, a separate and independent organization which will hold its seventh annual meeting in 1904 in St. Louis at the time of the A. L. A. conference.

Library periodicals

1. *Library Journal.* This is the official organ of the association, a monthly exponent of library progress, whose volumes constitute a bibliothecal work now recognized as a necessity in every progressive library and as unexcelled in any language. It is published at 298 Broadway, New York, and the subscription price is $5 per year.

2. *Public Libraries.* The Library Bureau publishes, from its Chicago branch, a monthly magazine, *Public Libraries*, which deals with all phases of library work in a concise, simple way, such as will aid, encourage, and inspire small libraries. The subscription price is $1 per year, or five copies to one address for $4.

Library schools

The pioneer in this field is the New York State library school, conducted by the University of the state of New York at Albany, originally established in 1887 at Columbia College under the direction of Melvil Dewey, its present director. The school offers a two years' course and confers the degree of Bachelor of library science.

Other library schools are: Pratt institute library school, Brooklyn, N. Y.; Miss Mary W. Plummer, director.

University of Illinois library school, Champaign, Ill.; Miss Katharine L. Sharp, director.

Drexel institute library school, Philadelphia; Miss Alice B. Kroeger, director.

Simmons college library training course, Boston; Miss Mary E. Robbins, instructor.

Western reserve university library school, Cleveland, William H. Brett, dean.

The Carnegie library training school for children's librarians, Pittsburgh; Miss Frances J. Olcott, director, offers instruction in its special field.

Summer schools in library science are regularly conducted at Amherst college, The Chautauqua assembly, The Indiana public library commission, The New York state library school, and the universities of Wisconsin, Iowa and Minnesota.

State library commissions

COLORADO STATE BOARD OF LIBRARY COMMISSIONERS: C. R. Dudley, president, Public library, Denver.

CONNECTICUT FREE PUBLIC LIBRARY COMMITTEE: Miss Caroline M. Hewins, secretary, Public library, Hartford.

DELAWARE FREE LIBRARY COMMISSION: Cornelius Freear, secretary, State library, Dover.

GEORGIA LIBRARY COMMISSION: Miss Anne Wallace, secretary, Carnegie library, Atlanta.

IDAHO FREE LIBRARY COMMISSION: Mrs. E. J. Dockery, secretary, Boisé.

INDIANA PUBLIC LIBRARY COMMISSION: Miss Merica Hoagland, secretary, State House, Indianapolis.

IOWA STATE LIBRARY COMMISSION: Miss Alice S. Tyler, secretary, State library, Des Moines.

KANSAS TRAVELING LIBRARIES COMMISSION: Miss N. G. Armentrout, secretary, State library, Topeka.

MAINE STATE LIBRARY COMMISSION: George T. Little, chairman, Bowdoin college library, Brunswick.

MARYLAND PUBLIC LIBRARY COMMISSION: Miss M. L. Titcomb, secretary, Washington county free library, Hagerstown.

MARYLAND STATE LIBRARY COMMISSION: B. C. Steiner, secretary, Enoch Pratt free library, Baltimore.

MASSACHUSETTS FREE PUBLIC LIBRARY COMMISSION: C. B. Tillinghast, chairman, State library, Boston.

MICHIGAN FREE PUBLIC LIBRARY COMMISSION: Mrs. M. C. Spencer, secretary, State library, Lansing.

MINNESOTA STATE LIBRARY COMMISSION: Miss Gratia Countryman, secretary, Public library, Minneapolis.

NEBRASKA PUBLIC LIBRARY COMMISSION: Miss Edna D. Bullock, secretary, Lincoln.

NEW HAMPSHIRE STATE LIBRARY COMMISSION: A. H. Chase, secretary, State library, Concord.

NEW JERSEY PUBLIC LIBRARY COMMISSION: H. C. Buchanan, secretary, State library, Trenton.

NEW YORK. UNIVERSITY OF THE STATE OF NEW YORK: Public libraries division; Melvil Dewey, director, State library, Albany.

OHIO BOARD OF LIBRARY COMMISSIONERS: C. B. Galbreath, secretary, State library, Columbus.

PENNSYLVANIA FREE LIBRARY COMMISSION: T. L. Montgomery, secretary, State library, Harrisburg.

VERMONT FREE LIBRARY COMMISSION: Mrs. M. H. Buckham, secretary, Burlington.

WASHINGTON STATE LIBRARY COMMISSION: Mrs. K. T. Holmes, secretary, Seattle.

WISCONSIN FREE LIBRARY COMMISSION: Henry E. Legler, secretary, Madison.

State library associations

CALIFORNIA LIBRARY ASSOCIATION: Miss M. A. Schmidt, secretary, Public library, San Francisco.

CONNECTICUT LIBRARY ASSOCIATION: Miss Laura F. Philbrook, secretary, Russell library, Middletown.

DISTRICT OF COLUMBIA LIBRARY ASSOCIATION: Thorvald Solberg, president, Library of Congress, Washington.

GEORGIA LIBRARY ASSOCIATION: Miss Anne Wallace, secretary, Carnegie library, Atlanta.

ILLINOIS STATE LIBRARY ASSOCIATION: Miss Fanny R. Jackson, secretary, The University of Illinois library, Urbana.

INDIANA LIBRARY ASSOCIATION: Miss Ida Gruwell, secretary, Public library, Marion.

IOWA LIBRARY ASSOCIATION: Miss Miriam E. Carey, secretary, Public library, Burlington.

KANSAS STATE LIBRARY ASSOCIATION: Miss Zu Adams, secretary, State historical society, Topeka.

KEYSTONE STATE LIBRARY ASSOCIATION: *See* under Pennsylvania.

MAINE LIBRARY ASSOCIATION: E. W. Emery, secretary, State library, Augusta.

MASSACHUSETTS LIBRARY CLUB: Miss Louisa M. Hooper, secretary, Public library, Brookline.

MICHIGAN LIBRARY ASSOCIATION: Miss Flora B. Roberts, secretary, State library, Lansing.

MINNESOTA LIBRARY ASSOCIATION: Miss Clara F. Baldwin, secretary, Masonic temple, Minneapolis.

MISSOURI LIBRARY ASSOCIATION: Miss Faith E. Smith, secretary, Public library, Sedalia.

NEBRASKA LIBRARY ASSOCIATION: Miss Clara A. Mulliken, secretary, University library, Lincoln.

NEW HAMPSHIRE LIBRARY ASSOCIATION: Olin S. Davis, secretary, Lakeport.

NEW JERSEY LIBRARY ASSOCIATION: Miss E. H. Wesson, secretary, Public library, Orange.

NEW YORK LIBRARY ASSOCIATION: Miss M. E. Hazeltine, secretary, Prendergast library, Jamestown.

OHIO LIBRARY ASSOCIATION: Miss Emma Graham, secretary, Public library, Sidney.

ONTARIO (CAN.) LIBRARY ASSOCIATION: E. A. Hardy, secretary, Public library, Lindsay, Ont.

PENNSYLVANIA, KEYSTONE STATE LIBRARY ASSOCIATION: R. P. Bliss, secretary, Bucknell library, Chester, Penn.

RHODE ISLAND LIBRARY ASSOCIATION: H. O. Brigham, secretary, State library, Providence.

SOUTH DAKOTA LIBRARY ASSOCIATION: Miss Anna M. Price, secretary, University library, Vermilion.

TENNESSEE LIBRARY ASSOCIATION: Miss M. H. Johnson, secretary, Carnegie library, Nashville.

TEXAS STATE LIBRARY ASSOCIATION: P. L. Windsor, secretary, University library, Austin.

WISCONSIN STATE LIBRARY ASSOCIATION: Miss Bertha Marx, secretary, Public library, Sheboygan.

Library clubs

ANN ARBOR LIBRARY CLUB: Miss Carrie L. Watts, secretary, Ann Arbor, Michigan.

BAY PATH LIBRARY CLUB: Miss Ella Miersch, secretary, Public library, Southbridge, Mass.

CAPE COD LIBRARY CLUB: Miss M. N. Soule, secretary, Hyannis, Mass.

CENTRAL NEW YORK LIBRARY CLUB: Miss Elizabeth P. Clarke, secretary, Seymour library, Auburn.

CHICAGO LIBRARY CLUB: Chas. H. Brown, secretary, John Crerar library, Chicago.

LIBRARY CLUB OF BUFFALO: Miss Katharine L. Cuthbert, secretary, Law library, Buffalo.

LONG ISLAND LIBRARY CLUB: Miss Josephine Rathbone, secretary, Pratt institute free library, Brooklyn.

MONONGAHELA VALLEY LIBRARY ASSOCIATION: Miss Pearl B. Jones, secretary, Carnegie library, Braddock, Pa.

NEW YORK LIBRARY CLUB: Miss Mary E. Miller, Equitable Insurance library, 120 Broadway, New York City.

PENNSYLVANIA LIBRARY CLUB: Miss Edith Brinkmann, secretary, H. Josephine Widener Branch of Free library of Philadelphia.

WESTERN MASSACHUSETTS LIBRARY CLUB: Miss Abbie Montague, secretary, Sunderland, Mass.

OFFICERS 1903-04

President

Herbert Putnam, Library of Congress, Washington, D. C.

First Vice-President

Ernest C. Richardson, Princeton university library, Princeton, N. J.

Second Vice-President

Mary W. Plummer, Pratt institute free library, Brooklyn, N. Y.

Secretary

J. I. Wyer Jr., University of Nebraska library, Lincoln, Neb.

Treasurer

G. M. Jones, Public library, Salem, Mass.

Recorder

Helen E. Haines, *Library Journal*, New York City.

Registrar

Nina E. Browne, A. L. A. Publishing board, 10½ Beacon st., Boston, Mass.

Executive board

The president, ex-president (J. K. Hosmer), vice-presidents, secretary, treasurer and recorder.

Trustees of the endowment fund

C. C. Soule, Boston, Mass. (Term expires 1904.)
Alexander Maitland, New York City. (Term expires 1905.)
G. W. Williams, Salem, Mass. (Term expires 1906.)

A. L. A. COUNCIL

The executive board and twenty-five members as follows:

Term expires 1904

C. W. Andrews, The John Crerar library, Chicago.
J. S. Billings, New York public library.
Electra C. Doren, Dayton (Ohio) public library.
W. C. Lane, Harvard university library.
J. L. Whitney, Boston public library.

Term expires 1905

C. H. Gould, McGill university library, Montreal.
J. K. Hosmer, Minneapolis public library.
Herbert Putnam, Librarian of Congress, Washington.
Katharine L. Sharp, University of Illinois library, Champaign.
C. C. Soule, Boston, Mass.

Term expires 1906

Mary E. Ahern, *Public Libraries*, Chicago, Ill.
E. H. Anderson, Carnegie library, Pittsburgh, Pa.
Johnson Brigham, Iowa state library, Des Moines.
John Thomson, Philadelphia free library.
H. M. Utley, Detroit public library.

Term expires 1907

Melvil Dewey, New York state library, Albany.
N. D. C. Hodges, Cincinnati public library.
W. T. Peoples, New York Mercantile library.
E. C. Richardson, Princeton university library.
Lutie E. Stearns, Wisconsin free library commission, Madison.

Term expires 1908

J. H. Canfield, Columbia university library.
Gratia A. Countryman, Minneapolis public library.
C. H. Dudley, Denver public library.
G. T. Little, Bowdoin college library.
R. G. Thwaites, Wisconsin historical society, Madison.

COMMITTEES, 1903-04

Finance

G. T. Little, Bowdoin college library, Brunswick, Me.
W. E. Foster, Providence public library.
S. W. Foss, Somerville (Mass.) public library.

Library administration

W. R. Eastman, New York state library.
Cornelia Marvin, Wisconsin free library commission, Madison.
H. C. Wellman, Springfield (Mass.) public library.

Public documents

R. P. Falkner, Library of Congress.
A. R. Hasse, New York public library.
W. E. Henry, Indiana state library.
Johnson Brigham, Iowa state library.
Chas. McCarthy, Wisconsin free library commission, Madison.

Foreign documents

C. H. Gould, McGill university library, Montreal.
C. W. Andrews, The John Crerar library, Chicago.
A. R. Hasse, New York public library.
J. L. Whitney, Boston public library.
R. P. Falkner, Library of Congress.

Co-operation with library department of National educational association

J. H. Canfield, Columbia university library.
Melvil Dewey, New York state library.
E. C. Doren, Dayton (Ohio) public library.

Library training

Mary W. Plummer, Pratt institute free library, Brooklyn.
Salome Cutler Fairchild, New York state library, Albany.
Katharine L. Sharp, University of Illinois library, Champaign.
Alice B. Kroeger, Drexel institute library, Philadelphia.
Mary E. Robbins, Simmons college, Boston.
E. H. Anderson, Carnegie library, Pittsburgh.

A. L. A. publishing board

W. I. Fletcher (term expires 1905) chairman.
W. C. Lane (term expires 1906) secretary and treasurer.
C. C. Soule (term expires 1906).
Melvil Dewey (term expires 1904).
H. C. Wellman (term expires 1905).

International cooperation

E. C. Richardson, Princeton university library.
R. R. Bowker, *Library Journal*, New York city.
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Cooperative activities

Publishing board

History. The Publishing Section of the American Library Association was organized in 1886 to further cooperation among libraries in preparing and publishing bibliographies, indexes and special catalogs. In 1900 the organization was changed and the work placed in charge of a Publishing Board of five members, appointed by the executive committee of the Association. In 1902 Mr. Andrew Carnegie gave a fund of $100,000, the income from which is to be applied to the preparation and publication of desirable library aids.

Publications. On the following pages is a list of the books already issued or in preparation. *A special feature of the bibliographic work is the annotations made by specialists.* Of the card publications a description will be found on the next page.

Prices. Strictly net, unless otherwise indicated; postage extra on book publications.

Book publications

Guide to reference books, by Alice B. Kroeger.

Cloth, $1.25 (postage 10c.)

Designed to help library assistants, library school students, college and normal students, teachers, etc., in gaining a knowledge of reference books quickly. It also serves as a guide to the selection of reference books for a library. A full index shows where to find in the various books of reference many topics of general interest to which there is ordinarily no clue.

Literature of American history, edited by J. N. Larned.

Cloth, $6. (postage 30c.)
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Half mor. $9.

Combines the labors of many scholars, and embraces books of every character concerning which it seems to be important that readers of various classes should be told what their merits or demerits are. Lists for guidance in purchasing books of primary importance have been prepared by Prof. Edward Channing of Harvard university.

——— **Supplement** for 1900–1901, edited by Philip P. Wells.

Cloth, $1. (postage 9c.)

A. L. A. Index to general literature. New edition.

Cloth, $10. (postage 52c.)
Half mor. $14.

It does for general literature what Poole has done for periodicals, indexing some 6000 volumes: collections of essays and critical biographical monographs; books of travel, general history, etc., in which chapters or parts are worthy of separate reference; reports and publications of boards and associations dealing with education, labor, health, statistics, etc.; many miscellaneous books, including some volumes of the U. S. public documents.

Index to portraits. In preparation.

Will include about 75,000 references to portraits in published collections and miscellaneous books.

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Comprises 1000 selected titles, with copious notes descriptive, critical and comparative, together with preliminary notes to each department.

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Subject headings for use in dictionary catalogs.

Cloth, $2. (postage 12c.)

Prepared by a committee of the A. L. A.

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Cloth, 50c. (postage 10c.)

A classified and annotated list of books suitable for young people. Under each heading the book titles are followed by references to the best articles on the subject in the young folks' periodicals. The subject index covers the original work and the Supplement.

List of French fiction, by Mme. Sophie Cornu and William Beer.

Paper, 5c.

Comprises 186 titles, and is intended as a guide to reading for the young and for the family circle.

Books for boys and girls, by Caroline M. Hewins.

Paper, New edition, 10 cents.

Prepared as a help in buying books for the smaller public libraries and also for home use of parents and teachers.

Paper and ink, by R. T. Swan. Free.

A report by the Commissioner of public records in the State of Massachusetts on the result of an investigation into the subject of the paper and ink used in the records.

Library tracts.

Paper, 5c. or $2.00 per 100 in lots of 50 or more.

On subjects pertaining to the establishment and maintenance of public libraries. The tracts are intended to be of service especially to small libraries, and to be helpful in stimulating an interest in the establishment of libraries.

1. Why do we need a public library.
2. How to start a library, by G. E. Wire.
3. Traveling libraries, by F. A. Hutchins.
4. Library rooms and buildings, by Charles C. Soule.
5. ——— Supplement to tract 4. In preparation.

Others to follow.

A. L. A. Papers and proceedings, 1882–date.

Paper, $1.00, with the following exceptions:
Proceedings for 1882, '86, '92, '93, $2.50; for 1890, '91, $2.00.

Card publications

The Board issues 4 series of printed catalog cards.

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Endowment funds

Following the meeting of 1890 and through the efforts of the Trustees section to collect a permanent fund "for publishing the proceedings of the association", the Endowment fund (see sec. 5 of Constitution) was established. It amounts now to $6,500. To this sum was added in 1902 The Carnegie Fund of $100,000 given by Andrew Carnegie as a special fund, the income of which shall be applied to the preparation and publication of such reading lists, indexes and other bibliographical and literary aids as would be specially useful in the circulating libraries of this country. By vote of the Council, The Carnegie Fund has been placed in charge of the trustees of the Endowment Fund.

A. L. A. catalog

The library exhibit of the association at the Columbian exposition in 1893, included a model library of five thousand volumes for an average public library and a catalog of the library in both classed and dictionary forms. The model library was afterward deposited with the United States Bureau of education, Washington, D. C., which has distributed many thousand copies of the *Catalog of A. L. A. library*. A new edition of this catalog to include about 8,000 titles, some of them annotated, has been prepared by the New York state library and printed by the Library of Congress as part of the A. L. A. exhibit at the Louisiana purchase exposition in 1904.

Cooperation with National educational association

The National educational association established in 1896 a Library department, thus recognizing the fact that in any satisfactory system of education libraries are as essential as public schools. A more effective cooperation between public libraries and public schools, with a consequent increased appreciation of good literature, may be hoped for from such action.

At the request of the N. E. A. the A. L. A. appoints a standing committee to facilitate and strengthen cooperation between the two bodies.

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Solberg, Thorvald, Register of Copyrights, Washington, D. C. 519.
Solis-Cohen, Leon M., 1270 Madison Ave., New York, N. Y. 2997.
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Soule, Charles Carroll, Pres. Boston Book Co., 83-91 Francis St., Back Bay, Boston, Mass. 216.
Soule, Miss Martha N., Ln. State Normal School, Hyannis, Mass. 2856.
Southworth, Miss Myra F., Ex. Ln., Swanzey, N. H. 179.
Speck, Miss Celeste, Asst. P. L., St. Louis, Mo. 2994.
Speck, Mrs. Laura, Asst. P. L., St. Louis, Mo. 1350.
Speirs, Charles Edward, Publisher, D. Van Nostrand Co., 23 Murray St., New York, N. Y. 1006.

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Spilman, Miss Emily A., Cataloger P. L. of District of Columbia, Washington, D. C., 2199.
Spofford, Ainsworth Rand, Asst L. of Congress, Washington, D. C. 19
Springfield (Mass.) City Library Assoc. (Hiller Crowell Wellman, Ln.) 1072.
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Stetson, Mrs. Willis Kimball, New Haven, Conn. 830.
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Stikeman, Mrs. George, 280 Broadway, New York, N. Y. 1889.
Stiles, Miss Katherine, Ln. P. L., Hoopeston, Ill. 2148.
Stockwell, Rev. George, Ex. Ln., Parker, S. D. 1252.
Stone, William Carlos, Custodian Periodical Room City L., Springfield, Mass. 802.
Stout, Hon. J. H., Pres. Wis. F. L. Commission and Trustee Memorial F. L., Menomonie, Wis. 1518.
Strohm, Adam, Ln. F. P. L., Trenton, N. J. 2257.
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Stuart, Mrs. William H., 9 So. 9th St., Philadelphia, Pa. 2729.
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Swem, Earl Gregg, Chief Index & Catalog Division Copyright Office, L. of Congress, Washington, D. C. 2237.
Swift, Lindsay, Editor Library Publications P. L., Boston, Mass. 643.
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Tobitt, Miss Edith, Ln. P. L., Omaha, Neb. 1168.
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Topeka (Kan.) Free Public Library. (Mrs. Evelyn S. Lewis, Ln.) 148.

Tower, Miss Ruth Nichols, Ln. Fogg L., South Weymouth, Mass. 2523.
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Van Duzee, Edward P., Ln. Grosvenor L., Buffalo, N. Y. 1396.
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Van Name, Prof Addison, Ln. Yale Univ. L., New Haven, Conn. 39.

Van Pymer, Miss C. J., Asst. State L., Albany, N. Y. 2959.
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Vermont State Library, Montpelier, Vt. (George W. King, Ln.) 1985.
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Welsh, Robert Gilbert, with Charles Scribner's Sons, New York, N. Y. 2003.
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Wessels, Adolph, Bookseller, 43 E. 19th St., New York, N. Y. 2889.
Westmount (P. Q., Can.) Public Library. (Miss Mary S. Saxe, Ln.) 1898.
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Wicoff, S. L., Trustee P. L., Sidney, Ohio. 2105.
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Wildman, Miss Linda Frobisher, Cataloger Boston Athenaeum, Boston, Mass. 1588.
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Windsor, Phineas Lawrence, Ln. Univ. of Texas L., Austin, Texas. 2116.
Windsor, Mrs. Phineas Lawrence, Austin, Texas. 2972.
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Woodman, Miss Caroline Augusta, Ln. Bates Coll. L., Lewiston, Me. 1747.
Woodman, Miss Mary S., Asst. P. L., Somerville, Mass. 2838.
Woodmansee, R. C., Asst. Univ. of Ill. L., Champaign, Ill. 2845.
Woodruff, Miss Eleanor B., Ref. Dept. Pratt Inst. F. L., Brooklyn, N. Y. 1602.
Woods, Mrs. Harriet de Krafft, Copyright Office L. of Congress, Washington, D. C. 2987.
Woodward, Anthony, Ph. D., Curator Dept. Maps and Charts American Museum Natural History, 77th St. and 8th Ave., New York, N. Y 968.
Woodworth, Miss Florence, Director's Asst. State L., Albany, N. Y 783.
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Wright, Charles Edward, Asst. Ln. P. L., Cincinnati, Ohio. 1757.
Wright, Miss Jennie C., Asst. P. L., Milton, Mass. 2783.
Wright, Miss Margaret M., Ln. F. L., Lewiston, N. Y. 2826.
Wright, Purd B., Ln. F. P. L., St. Joseph, Mo. 1652.
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Wyer, James Ingersoll, Jr., Ln. Univ. of Neb. L., Lincoln, Neb. 1484. Life Member.
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Wyman, Arthur L., Library Bureau, 530 Atlantic Ave., Boston, Mass. 2875.

Young, Miss Hester, Cataloger Univ. of Toronto L., Toronto, Ont., Canada. 2971.
Yust, William Frederick, Asst. State Inspector of Libraries State L., Albany, N. Y. 2407.

A. L. A. necrology

The following list, prepared by Mrs. Henry J. Carr, presents a necrological record of the A. L. A., continuing those given in Hand books of 1900–1903, brought down to Sept. 1904.

The intermediate number and year following, in each case (as 2000,–1900) is that of accession and year of enrollment, in the numerical registration of the Association. The figures in parenthesis show the total number of A. L. A. Conferences attended by each.

Avery, Miss Mary L. Ln. F. L., Herkimer, N. Y. 2000,–1900. (1) d. Jan. 25, 1904.

Chase, Miss Adelaide M. West Medford, Mass. 2384,–1901. (3) d. May 19. 1904.

Crapo, Philip M. Burlington, Iowa. 2840,–1903. d.

Cutter, Charles Ammi. Ln. Forbes L., Northampton, Mass. 20,–1876. (21 and International, London, 1877 and 1897) d. Sept. 8, 1903.

DeWitt, Clinton. Middleboro, Ky. 1883,–1899. (2) d. in Montreal, Canada, May 21, 1903.

Garretson, Miss Harriet E. Asst. P. L., Cincinnati, O. 438,–1882. (3) d. March 16, 1904.

Harvey, Miss Cecil C. Ln. Gail Borden P. L., Elgin, Ill. 1186,–1893. (2) d. June 9, 1903.

Hutchinson, Charles Hare. Prest. Athenaeum of Phila., Philadelphia, Pa. 1567,–1897. (International, London, 1897) d. Oct. 4, 1902.

James, Miss M. R. S. Library Bureau, Boston, Mass. 1668,–1897. (5) d. June 5, 1903.

Kingman, Miss Helene Agnes. Asst. F. P. L., Trenton, N. J. 2489,–1902. (1) d. April 22, 1904.

Lane, Lucius Page. Asst. P. L., Boston, Mass. 1592,–1897. (3) d. May 29, 1903.

Nourse, Henry S. South Lancaster, Mass. 2601,–1902. d. Nov. 14, 1903.

Poole, Mrs. William Frederick. Brookline, Mass. 640,–1887. (3) d. Jan. 19, 1904.

Rylance, Mrs. Joseph Hine. (Ellen M. Coe) Ex-Ln. N. Y. F. Circ. L., New York, N. Y. 506,–1885. (6) d. Sept. 2. 1903.

Stanley, Hiram M. Ex-Ln. Univ. L., Lake Forest, Ill. 730,–1889. d. in Binghamton, N. Y., April 3, 1903.

Swan, Miss Elizabeth Day. Ln. Purdue Univ. L., Lafayette, Ind. 1490,–1896. (2) d. July 27, 1903.

Wharton, Miss Sarah P. Asst. L. of Congress, Washington, D. C. 2945,–1903. (1) d.

White, Miss Elizabeth S. P. L., Weston, Mass. 2666,–1903. (1) d.

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